

Appendix B

Commonwealth of Virginia Database Index Reporting Form

1. Public Body Name & Numeric Code: Secretary of the Commonwealth / 166
 2. Database Title: Service of Process
 3. Database Acronym: Services
 4. Point of Contact: Sylvia D. Moore
 5. Phone Number: (804) 786-2441
 6. Signature & Date: *Sylvia D. Moore* 7/17/97

7. Database Description and Contents: (Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)

N- SOC is deemed to be statutory agent of persons filing affidavits, warrants in debts, Summons, Complainants and other legal papers from attorneys and citizens of the state. We also provide Sheriff Mail Services. We in turn serve nonresidents or persons we are unable to locate at last known address. All above papers are sent to our office for Service of Process.

D- Database contains: Service Information - return date, locality/court fee, form
 Defendant Information - name/corporation, mail type, certification #, case #, type of action/description and address
 Plaintiff Information - name/corporation and address.

R- All data is restricted only to those filing papers and to persons papers are being filed on.

Service of Process Supervisor - Elizabeth Jeffries - (804) 786-2441
 Assistant Supervisor - Lisa Hardiman

Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.

8. Date of Last Update: 9. Frequency of Update: ☒ Daily, ☐ Weekly, ☐ Monthly, Other:

10. Formats Available and Schedule of Fees: (Provide a description of each format in which the database is made available, and the cost, if any, of each format.)

a. Format

b. Cost

N/A

Send completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-1905 (Attn: Mary Clark).

5/30/97